



**SHELTON STATE COMMUNITY
COLLEGE**

STUDENT HANDBOOK

1992-93

NONDISCRIMINATION STATEMENT

"It is the official policy of the Alabama State Department of Education, including postsecondary institutions under control of the State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be subjected to discrimination under any program, activity, or employment."

TABLE OF CONTENTS

A Letter from the President	2
Shelton State Directory	3
Problems/Concerns	4
Student Services	5
Admissions	5
Financial Aid	5
Counseling	6
Student Activities/Clubs	8
Athletics	10
Academic Information	11
School Policies and Procedures	15
Student Information	19
Calendar	21
Sample Schedule Form	35
Sample Drop/Add Form	36
Map/Skyland Campus	37
Map/Fifteenth Street Campus	38
Orientation Schedule Form	39

A LETTER FROM THE PRESIDENT

Dear Student,

I want to welcome you to the Shelton State family. We look forward to serving you as you work to achieve your educational and career goals. We have a fine faculty and a dedicated staff and administration, each of whom has your best interests in mind.

Beginning with your orientation to Shelton State, I challenge you to make the most of the opportunities this college offers. I hope you will use this handbook not only as a text for your orientation class but as a useful reference throughout your time here on campus. This information can help you become more aware of the programs and services Shelton State provides its students.

We are proud that you have chosen to continue your education here at Shelton State. If I can ever be of assistance, please let me know.

Once again, welcome to our family.

Sincerely,



Thomas E. Umphrey
President

SHELTON STATE COMMUNITY COLLEGE TELEPHONE DIRECTORY

MAIN SWITCHBOARD.....	759-1541
ACADEMIC SERVICES, DEAN'S OFFICE.....	391-2204
ADMISSIONS.....	391-2309
ADULT BASIC EDUCATION/GED.....	391-2420
ADULT STUDIES.....	391-2388
ALABAMA STATE FIRE COLLEGE.....	759-1508
ALABAMA WATER RESOURCE CENTER.....	391-6750
BOOKSTORE (SKYLAND BLVD.).....	391-2238
BUSINESS OFFICE (CASHIER).....	391-2335
CHILD DEVELOPMENT CENTER (DAY CARE).....	391-2287
COMPUTER LABORATORY (15TH STREET).....	391-2484
COUNSELING CENTER (SKYLAND CAMPUS).....	391-2232
COUNSELING CENTER (15TH STREET).....	391-2414
FINANCIAL AID.....	391-2218
INTERNATIONAL PROGRAM.....	391-2249
LIBRARY (15TH STREET).....	391-2461
LIBRARY (SKYLAND CAMPUS).....	391-2237
NEW OPTIONS PROGRAM (SEX EQUITY).....	391-2383
RECORDS (TRANSCRIPTS).....	391-2236
REGISTRATION HOTLINE.....	391-2293
STUDENT SERVICES, DEAN'S OFFICE.....	391-2217
SUCCESS CENTER (15TH STREET).....	391-2495
SUCCESS CENTER (SKYLAND CAMPUS).....	391-2315
TECH-PREP PROGRAM.....	391-2465
TECHNICAL/OCCUPATIONAL SERVICES, DEAN'S OFFICE...	391-2415
WELLNESS CENTER.....	391-2394

ACADEMIC and STUDENT SERVICES

Problem/Concern	Contact
Address Change	Admissions.....391-2309
Adding/Dropping a Class	Admissions.....391-2214
Admissions	Admissions.....391-2236
ASSET/Testing	Testing Services.....391-2323
Athletics	Athletic Director.....391-2217
Auditing a Course	Admissions.....391-2236
Books/Supplies	Bookstore.....391-2238
Career Information	Counseling Center.....391-2232
Catalogs	Counseling Center.....391-2232
Clubs and Organizations	Dean of Students.....391-2217
Fees	Business Office.....391-2338
Final Exams (Absence)	Academic Dean.....391-2204
Financial Aid	Financial Aid Office.....391-2247
Forming a Club	Dean of Students.....391-2217
Grade Change	Instructor
Grades	Instructor
Graduation Applications	Student Services.....391-2213
Graduation	Student Services.....391-2213
ID Cards	Student Services.....391-2217
Library Fines	Library (Skyland Campus).....391-2237
Lost and Found	Student Services.....759-1541
Music	Music Department.....391-2270
Parking	Student Services.....391-2217
Personal Assistance	Counseling Center.....391-2232
Probation/Suspension	Admissions.....391-2236
Quality Points	Admissions.....391-2236
Refunds	Business Office.....391-2335
Registration	Admissions.....391-2309
Rooms for Meetings	President's Office.....391-2246
Scholarships	Financial Aid Office.....391-2247
Student Government Association	SGA Office.....391-2252
Veterans Affairs	Financial Aid Office.....391-2247
Withdrawal from School	Admissions.....391-2308
Work Study Program	Personnel Office.....391-2472

S T U D E N T S E R V I C E S

Admissions Office
Ms. Loretta Jones

Skyland Campus
391-2213

The Admissions Office provides services for persons applying for admission to Shelton State for the first time or as transfer or transient students from other institutions. The Admissions Office also records and distributes grades, as well as providing official student transcripts when needed.

If you have concerns about...

- Application Process
- Adding/Dropping a Course
- Auditing a Course
- Catalogs
- Grade Point Average
- Academic Probation/Suspension
- Withdrawing from a Course/School
- Transferring from Another School
- Transferring to Another School
- Transcripts
- Graduation
- Accelerated High School Program

Feel free to come by or call the Admissions Office on the Skyland Campus.

Financial Aid Office
Mrs. Dorothy Pickard

Skyland Campus
391-2218

The Financial Aid Office administers federal and state financial assistance programs for qualified students, as well as the various scholarships offered by Shelton State.

The federal assistance programs available to Shelton State students include: veterans benefits, College Work-Study, Pell Grant, and Supplemental Educational Opportunity Grant.

Other assistance programs include vocational rehabilitation, the Alabama Student Assistance Program, and scholarships in the following categories: Academics, Technical/Vocational, Athletics, Leadership, Performing Arts (Music, Theatre, Dance), and Art.

If you need financial help to go to school, and you want to know if you qualify for assistance, come by the Financial Aid Office on the Skyland Campus or call the number listed above.

Counseling Center**Skyland Campus**

Dr. Randall Jarrell	391-2231
Ms. Diane Layton	391-2230
Ms. Evelyn Mettee (Health Careers)	391-2227
Ms. Brenda Ryan	391-2255
Ms. Johnnie Barrett	391-2232
Ms. Deryl Barnhill	391-2371
Ms. Holly Gwin (Secretary)	391-2232
Mr. Tommy Taylor (Fifteenth Street Campus)	391-2413

The Counseling Centers on the Skyland and Fifteenth Street Campuses can assist you with your educational, vocational, or personal problems and decisions. The counselors can help you plan your college career, work with you as you decide on career options, or talk with you about problems outside of school that may keep you from doing your best. If you are thinking about Health Careers or Technical/Vocational Occupations, there are counselors for your specific areas of interest.

We strongly encourage you to talk with one of the counseling staff to discuss the kinds of courses you need to take to meet your educational or vocational goals. We want you to make the most out of your time at Shelton State, and the Counseling Center is here to help you.

The Counseling Center on the Skyland Campus is open Monday-Thursday, 8 a.m. to 7 p.m. and on Fridays from 8 a.m. to 4 p.m. On the Fifteenth Street Campus, counselors see students by appointment.

Student Tracking and Retention Services (S.T.A.R.S.)

Mr. Ed Winslow	391-2380
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The S.T.A.R.S. program provides academic advising, career counseling, study skills instruction, and tutorial services for first-generation college students and/or economically disadvantaged students. If you are the first person in your immediate family to attend college, you may qualify for these support services. For informations, contact Mr. Ed Winslow at the number listed above.

International Students**Skyland Campus**

Mr. David Sandy	391-2249
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This program works with international students in preparing the official paperwork needed for admission to Shelton State. This program also offers academic advising, instruction in English as a second language, and sponsors' social activities for foreign students. For more information, call David Sandy at the number listed above.

**New Options Program
Dr. Paula Sue Hayes**

**Skyland Campus
391-2382**

The New Options Program offers a support group and other assistance for displaced homemakers, single women with children, and women returning to or beginning college after a long period away from an academic environment. If you would like more information about this program, call Paula Sue Hayes at the number listed above.

**Student Activities
Dr. Humphrey Lee**

**Skyland Campus
391-2217**

Students at Shelton State have many ways to become involved in college life outside the classroom. Finding a place in a school-sponsored club or association can be a real advantage as you make the transition to a new academic environment. The following organizations offer a wide variety of programs in many different areas of interest, and they are one of the best ways to meet other students and form the friendships that are such an important part of a complete college experience.

ACCESS

ACCESS is a support network for disabled students and employees at Shelton State. The organization provides information and/or assistance to anyone concerned with the rights, problems, or needs of disabled individuals while they are attending Shelton State.

Interested persons may contact Debbie Grimes at 391-2280

AFRO-AMERICAN ASSOCIATION

The Afro-American Association promotes understanding of the ethnic heritage of African Americans through discussions, readings, and special programs. The group seeks to enhance students' sense of self-determination, self-awareness, and self-esteem and sponsors several activities including a Celebration of Black History Month and field trips to the Black History Museum in Memphis, Tennessee; the King Memorial in Atlanta, Georgia; and the Alabama Legislature.

Meetings are held twice a month, and interested persons should contact the Office of the Dean of Students for further information.

AMBASSADORS

The Shelton State Ambassadors provides members with extensive leadership training, while offering them the opportunity to serve as the official hosts for Shelton State Community College. Ambassadors are chosen on the basis of leadership potential, community service, and commitment to Shelton State, and they assist in the college's recruiting efforts, community service, and college activities. Interviews are held every Fall term.

For more information, contact Rick Shelton at 391-2286.

CORSAIR FENCING CLUB

This club is open to all Shelton State students, faculty, staff, and administration interested in the fellowship and promotion of fencing. The club seeks to promote interest in the art/sport of fencing in the college community.

For more information, contact Dr. Bruce Bizzoco at 391-2250.

ECOLOGY CLUB

The Ecology Club aids students who are interested in experiencing nature and learning more about the environment. Membership is open to all students, and club activities include camping, canoe trips, hiking, picnicing, and other outdoor activities.

Interested persons can contact Lee Albritton or Carole Johnson at 391-2257 or 391-2290.

EXPLORER POST 60

Explorer Post 60 offers students the chance to become familiar with military-style organization, and to increase personal growth, self-discipline, and leaderships skills among its members. Sgt. William Holloway can be contacted at 759-9005 if you have further questions.

HEALTH RELATED CAREERS CLUB

This organization gives students the opportunity to explore the health related fields more thoroughly in order to acquire a more complete understanding of the opportunities and demands of careers in this area.

Anyone interested may contact Evelyn Mettee at 391-2227.

PHI THETA KAPPA

Phi Theta Kappa National Honorary Fraternity encourages scholarship, leadership, service, and fellowship among Shelton State students. All students who have a 3.5 or better grade point average upon completion of 12 semester hours work at Shelton State may apply for membership.

For information contact Brenda Ryan, 391-2255, or Linda Grote, 391-2262.

SHELTON STATE ASSOCIATION OF NURSING STUDENTS

This organization helps in the preparation of student nurses for the assumption of professional responsibilities. Activities include community health activities, recruitment of students into nursing, legislative activities, conventions, educational programs, and newsletter.

Any interested person may contact Gladys Hill at 391-2265.

SIGMA DELTA MU, ALPHA CHAPTER

This is a national honor society for students studying Spanish in two-year colleges. It honors those who attain excellence in the study of Spanish, encourages a greater interest in and a deeper understanding among college students of Hispanic Studies, and fosters friendly relations between Spanish-speaking and English-speaking people.

For information, please call Marilyn Terry at 391-2201.

SPANISH CLUB

The club is designed to interest students in the Spanish language and to learn more about the culture of Spanish-speaking countries. Also, the club publicizes Spanish classes so that students who are not enrolled may be influenced to begin their study of the Spanish Language.

For further information call Marilyn Terry at 391-2201.

STUDENT GOVERNMENT ASSOCIATION

The SGA provides effective representation of student opinion in all phases of the college's life and provides an effective organization for the administration of student activities. It also seeks to stimulate student activity in college affairs, to improve student physical, social, and cultural welfare, and to promote full cooperation between students, faculty, and administration.

For more information, contact Dr. Humphrey Lee at 391-2217

Athletics at Shelton State
Dr. Humphrey Lee, Athletic Director

391-2217

Shelton State is a member of the Alabama Junior and Community College Conference which competes in Division I of the NJCAA, National Junior College Athletic Association. Shelton State fields varsity teams in men's baseball, basketball, and golf as well as women's basketball and softball.

Men's Baseball
Coach Jones Tubb

391-2206

Baseball scholarships consist of book and tuition waiver and are awarded on the basis of tryouts or a demonstrated ability to compete at the intercollegiate level. Shelton State competes in the Central Division of the AJCC with a limited Fall practice season and a full season in the Spring. Home games are played at the V.A. Hospital Field.

Men's Basketball
Coach Mark Cornelius

391-2277

Scholarships are awarded on the basis of tryouts and/or a demonstrated ability to compete on the intercollegiate level. Scholarships consist of book and full tuition waivers. The college competes in the Central Division of the AJCC. All home games are played in the Central High School East Campus Gymnasium.

Men's Golf
Coach Gene Williams

391-2390

Scholarships are awarded on the basis of tryouts and/or a demonstrated ability to compete at the intercollegiate level. The team competes in open tournament play and state playoffs in the Spring.

Women's Basketball

391-2205

Shelton State's women's basketball team competes in the Central Division of the AJCC. Scholarships are awarded on the basis of tryouts and/or a demonstrated ability to compete on the intercollegiate level. Scholarships consist of books and tuition waiver. Home games are played in the Central High School East Campus Gymnasium.

Women's Softball

391-2205

Shelton State plays an open schedule for softball and competes in the AJCC State Playoff Tournament. Scholarships are awarded on the basis of tryouts and/or a demonstrated ability to compete on the intercollegiate level. Home games are played at the Bowers Field Complex.

A C A D E M I C I N F O R M A T I O N

ACADEMIC YEAR

The academic year at Shelton State is divided into two semesters: Fall and Spring, and a Summer Term. The Summer Term includes three scheduling options: full-term classes, 1st split-term classes, and 2nd split-term classes. Saturday classes are also available.

Please refer to the calendar for important dates for the current academic year.

FULL-TIME STUDENTS

A student is considered full-time when he/she is enrolled in a minimum of 12 semester hours (see the Shelton State Catalog for more information).

STUDENT ADVISING

New students who are entering Shelton State beginning the Fall Semester, 1992, will be assigned an advisor. When possible, this advisor will be a faculty member in the student's stated discipline or program.

During registration, student advising will continue to be done by advising teams from the various programs and departments in the college. Students are encouraged to seek advising from the faculty team in their chosen major or program.

AUDITING A COURSE

A student may audit a course rather than take it for credit. Each instructor will set requirements for students auditing their courses. A mark of **AU** will be given to denote an audit.

A student may change a course from CREDIT to AUDIT only during the drop-add period of each term. **The same tuition schedule applies for AUDIT and CREDIT courses** (see Shelton State Catalog for more information).

DEVELOPMENTAL COURSES

Students whose ASSET Placement scores indicate the need for developmental work in Math, Writing, and/or Reading must enroll in MTH 091-092, ENG 091-092-093, and/or RDG 083-084-085 according to their ASSET scores. **The only exception to this requirement applies to Technical/Occupational students in the first quarter of their certificate programs.**

Students may be limited as to other courses for which they can enroll if their ASSET scores show the need for course competencies to be met.

These classes carry institutional credit and are graded with S (satisfactory) or U (unsatisfactory), and they are designed to bring students up to the skill levels needed for success in college work (see Shelton State Catalog for more information).

CLASS ATTENDANCE

Students are expected to attend all classes for which they are registered. Students must attend class **on time**. After the first late arrival, each late arrival will be counted as one-half of a class absence.

If a student is absent for more than the allotted number of days, as established by the college for that class, he/she will be assigned an Excessive Absence 'F' for the course. **It is the student's responsibility to keep up with class attendance.** The instructor is not required to notify a student if he/she is in danger of being excessively absent (see the Shelton State Catalog for complete Attendance Policy).

CLASS SCHEDULE CHANGE

Adding Classes

You may add a class during the first five days of class following registration. To add a class, you must do the following:

1. Obtain the proper form from the Admission Office (see page 36, Student Handbook).
2. Complete the form and return it to the Business Office with the appropriate fee.

Dropping Classes

Students wishing to drop classes must do the following:

1. Obtain the proper form from the Admissions Office (see page 36, Student Handbook).
2. Complete the form and return it to the Business Office with the appropriate fee. The student should keep the receipt as verification of the drop.

The last day to drop a class without a grade penalty is October 19 for Fall Semester & March 16 for Spring Semester.

GRADES AND RELATED MARKS

Letter grades are assigned according to the following system for all courses for which students have registered:

A--Excellent (90-100)
B--Good (80-90)
C--Average (70-79)
D--Poor (60-69)
F--Failure (below 60)
WP--Withdrawal Passing
WF--Withdrawal Failing
I--Incomplete
AU--Audit
S--Satisfactory
U--Unsatisfactory

Grades for the current term may be picked up at the Admissions Office on the dates listed in the calendar.

GRADE POINTS

To obtain a numerical measure of the quality of a student's work, grade points are assigned to grades as indicated below:

A--4 grade points per hour
B--3 grade points per hour
C--2 grade points per hour
D--1 grade point per hour
F--0 grade points per hour

You can calculate your Grade Point Average (GPA) by multiplying the number of grade points for each grade received by the number of semester hours for that course; then divide the total number of grade points by the total number of semester hours you attempted, excluding courses with WP, S, U, and AU designations.

Course	Sem. Hours	Grade	Grade Points Earned
ENG 101	3	B	3 X 3 = 9
BIO 101	4	C	4 X 2 = 8
PSY 101	3	A	3 X 4 = 12
HIS 101	3	B	3 X 3 = 9
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Hours Attempted	13	Grade Points Earned	38
Grade Point Average	38 divided by 13 = 2.923		

WITHDRAWING FROM SCHOOL

A student who wishes to withdraw from school should do the following:

1. Obtain a SCHOOL WITHDRAWAL form from the Admissions Office;
2. Complete the SCHOOL WITHDRAWAL form, listing all courses as "dropped;"
3. Obtain withdrawal clearance from the Library and, if applicable, from the Financial Aid Office;
4. Submit the SCHOOL WITHDRAWAL form to the Admissions Office.

See the Shelton State Catalog for more information.

REFUND POLICY

A student who withdraws from the college may claim a partial refund of tuition under the following conditions:

- A. If the student withdraws between his/her first day of registration and the first scheduled meeting of any class in which the student is enrolled,**100% refund.**
- B. If the student withdraws after the first scheduled meeting of any class for which the student is enrolled but within the first five class days,**75% refund.**
- C. If the student withdraws during the 6th through the 10th class day,**50% refund.**
- D. If the student withdraws during the 11th through the 15th class day,**25% refund.**
- E. If the student withdraws after the 15th class day,
NO REFUND WILL BE GIVEN.

See the Shelton State Catalog for more information.

GRADE APPEAL PROCEDURE

Grade appeals should be handled informally if possible. If efforts by the student and the faculty member involved have failed, formal action should be initiated. This formal action must be initiated within **six months** from the time the grade is received. There is no grade appeal procedure if six months of calendar time has elapsed. The procedures for appealing a grade are detailed in the Shelton State catalog. If you have any questions, you may contact the Office of the Dean of Academic Services.

REQUEST FOR TRANSCRIPTS

All requests for transcripts must be made in writing. A form is available in the Records Office for this purpose. A \$5.00 transcript fee must accompany this request. If two or more copies are requested, there will be a \$1.00 charge for each additional copy (see the Shelton State Catalog for more details).

ACADEMIC BANKRUPTCY

A student may request academic bankruptcy for a designated number of credit hours. If academic bankruptcy is granted, these credit hours will be disregarded in the cumulative grade point average. This request must be made in writing to the Registrar. A student may declare academic bankruptcy only once. If you have more questions, consult the Shelton State Catalog or go by the Admissions Office.

SCHOLASTIC AMNESTY

The College has a Scholastic Amnesty policy by which a student who has not attended college for the five-year period may request that college work prior to this five-year period not be considered in computing the student's grade point average. Copies of the Scholastic Amnesty procedures are available in the office of the Dean of Students (consult the Shelton State Catalog for more information).

ACADEMIC GRIEVANCES

The College has a policy by which academic grievances may be filed by a student against a faculty member, administrator, or staff member of the institution. Such grievances must be instituted as soon as possible after the alleged action took place. Copies of the Academic Grievances procedures are available in the office of the Dean of Students (see the Shelton State Catalog for more information).

THE COLLEGE LIBRARY

Shelton State maintains two libraries which serve all the students of the college, regardless of the program in which they are enrolled. The Junior College Library, located on the Skyland Campus, houses resources that are predominantly academic. The Technical Library, located on the Fifteenth Street Campus, houses resources that are predominantly vocational. In addition to book collections, basic reference sources, current and back issues of periodicals, and audiovisuals for individual and class use are provided on each campus.

Library Hours: When classes are not in session, libraries on both campuses are open Monday--Friday 8:00 am-3:00 pm.

Skyland Library	Monday--Thursday 7:30 am-10:00 pm
	Friday 7:30 am-5:00 pm

Fifteenth Street Library	Monday, Tuesday, Friday 7:30 am-5:00 pm
	Wednesday, Thursday 7:30 am-7:00 pm

The University of Alabama and Stillman College libraries are available to Shelton State students upon presentation of a current student identification card. Shelton State students are subject to all rules and fines of other libraries.

P O L I C I E S and P R O C E D U R E S

All policies and procedures are fully detailed in the Shelton State catalog. Please consult the Catalog for full details.

STATEMENT OF ACADEMIC FREEDOM

The college seeks to provide an atmosphere conducive to open and honest intellectual inquiry in any college forum which is appropriate for dialogue and student participation. The student should feel free to exercise the right to dissent within the limits of decorum and good taste.

✓ STUDENT CONDUCT

The college expects students to conduct themselves in a manner compatible with the mission of this tax-supported institution. The college prohibits any disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend this institution for the purpose for which the college exists--the right to utilize and enjoy facilities provided to obtain an education.

Specific forms of prohibited conduct include the following:

- A. Dishonesty, such as cheating, plagiarism, or knowingly providing false information to the college. For detailed definitions of these acts, please consult the college catalog.
- B. Conduct in violation of federal, state, or local laws;
- C. Destruction or theft of property;
- D. Obstruction or disruption of the college's academic program or operations;
- E. Failure to comply with directions of college officials acting in performance of their duties;
- F. On-campus possession of dangerous weapons or firearms except by law enforcement officers or other college sanctioned personnel;
- G. The presence, sale, consumption or use, and/or being under the influence of alcoholic beverages and /or illegal drugs at Shelton State;
- H. Gambling in any form.

Please see the Shelton State Catalog for a complete description of student conduct.

✓ STUDENT GRIEVANCE PROCEDURE

Any student who feels he/she has been discriminated against, suffered sexual harassment, or been denied those rights due to handicapped persons may, if all informal attempts to resolve the matter prove unsatisfactory, file a formal, written complaint to the Dean of Students within 30 days of the alleged infraction. Students may obtain a copy of the student grievance procedure from the office of the Dean of Students (please consult the Shelton State Catalog for more information).

I.D. CARDS

Student registration is not complete until an I.D. card has been issued. These cards will be used for checking out books from the library; for admission to social, cultural, and athletic event; for voting in student elections; and for other occasions requiring identification. Students receiving Pell Grants must also show an I.D. card before checks will be released. Students should carry their cards with them at all times. This card will be validated at registration for each succeeding term following payment of fees. Loss or theft of cards should be reported immediately to the Dean of Students. Upon withdrawal from school, I.D. cards are to be turned in to the Dean of Students.

I.D. photographs are taken during registration and at the Audiovisual Department of the Skyland Library, Wednesdays and Thursdays, 1:30 pm-4:00 pm and Fridays, 8:30 am-11:30 am.

TRAFFIC AND PARKING

Each motorized vehicle to be parked on campus should be registered with the Dean of Students. The parking permit is valid for one academic year. Permits should be permanently affixed on the right front windshield. These permits will also enable students to park on the University of Alabama campus and will make rapid identification of vehicles possible in emergency situations arise. Students are expected to abide by University of Alabama parking regulations while parked on that campus. A copy of these regulations can be obtained from the Dean of Students office.

Students should park only in designated spaces and should park so that the automobile will be headed in the right direction. Certain parking spaces are specifically marked as RESERVED.

Illegal parking in fire lanes or in handicapped spaces can result in a City of Tuscaloosa ticket for \$25.00. Payment of such a ticket is the student's responsibility.

✓CHEMICAL ABUSE POLICY

The college reserves the right to dismiss any student whose on- or off-campus behavior is considered undesirable or harmful to the college. The presence, sale, consumption or use, and/or being under the influence of alcoholic beverages or illegal drugs is forbidden on campus or at college-sponsored functions. Violations of the chemical abuse policy will render a student subject to disciplinary action, under specific procedures which provide for adequate notice and a fair hearing. Penalties for violations include reprimand, probation, suspension, and expulsion.

TOBACCO-FREE CAMPUS

Effective January 1, 1990, Shelton State Community College became a tobacco-free work environment. Tobacco use is not permitted at any time by any faculty/staff member, student, vendor, or visitor inside any building on any Shelton State Campus. Smoking is permitted outside of buildings in non-hazardous areas away from building doors and windows.

SOCIAL FUNCTIONS

A social function is defined as any dance, party, activity, or entertainment sponsored by an approved group. Proposed activities must be approved by the Dean of Students.

The student is responsible for the conduct of his/her guest or visitor to the campus or to any college-sponsored activity. Guests and visitors are expected to abide by the regulations of this institution (see the Shelton State Catalog for more information).

CAMPUS VISITOR POLICY

Visitors should be able to demonstrate a valid purpose for being on campus. They are expected to abide by the regulations of the institution. WHILE CHILDREN ARE ON CAMPUS, THEY SHOULD BE UNDER THE SUPERVISION OF THEIR PARENTS.

SHELTON STATE CAMPUS SECURITY ACT

Shelton State has implemented procedures to ensure that students are secure while they are enrolled in our programs. Students who are victims of crimes while on campus should report these to the Dean of Students, Dr. Humphrey Lee, as well as to the local law enforcement agencies. If Dr. Lee is unavailable, please contact DR. Bruce Bizzoco.

Beginning September 1, 1991 statistics will be gathered on the following reported crimes: 1) murder, 2) rape, 3) robbery, 4) aggravated assault, 5) burglary, and 6) motor vehicle theft. The complete Campus Security Act is available in the Dean of Students Office.

S T U D E N T I N F O R M A T I O N

SUCCESS CENTERS

Skyland Campus Room 335
Fifteenth Street Campus Room 102 Learning Resource Center

The Success Center is a supplemental learning resource center with computers, lab assistants, and written resources. Shelton State students can find personal help with math and writing skills, use a word processor to compose papers, or follow computer-based study program to enhance their understanding of math and English concepts. The Success Center is open, free-of-charge, to all currently enrolled students of the college. Hours for each location are posted at the beginning of the semester.

FIRST AID AND HEALTH SERVICES

With the exception of the first aid stations in the Dean of Students Office on the Skyland Campus and in the Counseling Center on the Fifteenth Street Campus, medical facilities are not provided by the college. A student requiring minor first aid should report to this station.

In the event that a person needs emergency medical treatment, a member of the administration or faculty should be contacted. A person suspected of being seriously ill or injured (broken bones, unconscious, etc.) should not be moved until a staff member arrives. Any costs of transporting seriously injured students to the hospital, hospitalization, or treatment will be borne by the student.

STUDENT HEALTH INSURANCE POLICY

The Sentry Student Security Plan provides students the option of purchasing a health insurance policy while they are attending Shelton State. Information about this policy is available in the Dean of Students Office.

TELEPHONES AND MESSAGES

Pay telephones for student use are conveniently located on each campus. Students are asked to use faculty and staff phones only in emergency situations.

The college will accept messages for students only in emergency situations such as family illness, accident, or death. In such instances, every reasonable effort will be made to locate the student.

COLLEGE BOOKSTORE

Since students furnish their own textbooks and general supplies, a bookstore is maintained on the Skyland Campus as a convenience for the students. Most special supplies and all textbooks may be obtained in the bookstore which is open during the day and on designated evenings.

The policy governing refunds for books is as follows:

1. Books must be in perfect condition containing no markings;
2. If a course is canceled, money will be refunded only if the books are returned prior to the posted deadline;
3. If a student withdraws from a course, no refund is made.

LOST AND FOUND

Inquiries pertaining to lost articles should be made to the secretaries in the office of the Dean of Students on the Skyland Campus or in the Counseling Center on the Fifteenth Street Campus. Students who find articles which appear to have been lost should leave these articles with the secretary.

Since the college cannot be responsible for personal property, it is recommended that books and supplies be locked in a car when not in use. An identifying name or mark should be placed on all textbooks, notebooks, calculators, and other equipment.

HOUSING

Shelton State Community College does not provide dormitories and cannot take a direct and continuing responsibility for student residence.

CHILDCARE

Shelton State's Child Development Center is located on the Skyland Campus and offers full-day and half-day care of children between the ages of 2 1/2 and 5 years old. Hours are from 7:00 am to 5:30 pm, Monday through Friday. Reduced rates are available for students. For information about enrolling your child, call 391-2225.